

FICTIONAL EXAMPLE · written by TCH Works to show our grant writing. The group, figures and quotes are invented for this sample.

Riverside Lane Community Larder · small grant application

Amount requested: £4,980 over 12 months · Area: Harlow, Essex · Organisation type: unincorporated community group with a written constitution and bank account in the group's name

1. Tell us about your organisation (max 150 words)

Riverside Lane Community Larder is a volunteer-run food larder in Harlow. Since March 2023 we have opened every Tuesday and Friday from a local church hall. Members pay £3.50 a visit and choose ten items of fresh, chilled and cupboard food, worth around £15 at supermarket prices, from surplus we collect from local shops and a regional surplus-food charity.

We are run by a committee of five and a team of 14 volunteers, six of whom first came to us as members. Our aim is simple: help local families make their money go further, with dignity and without a referral, and give people a reason to come out and meet their neighbours.

2. What need will your project address? (max 250 words)

Demand has outgrown what we can store. In the 12 months to September our sign-in sheets recorded 1,312 visits from 186 households. On 31 of our 98 sessions we turned food away at collection because we had nowhere cold to keep it, and on 12 sessions we ran out of chilled food before the last members arrived.

Members tell us the same two things. First, fresh and chilled food is what they most struggle to afford. Second, many have stopped cooking from scratch because of energy costs or because they never learned. In our member survey this summer (61 replies), 38 people said they would come to a free cooking session and 27 said they don't own a slow cooker.

Without more cold storage and a regular weekly slot we will keep wasting good food while local families go without it. We are not asking you to fund food. The food is already there. We are asking you to fund the means to store it, share it and show people how to cook it cheaply.

3. What will you do with the grant? (max 250 words)

Over 12 months we will:

- Buy a commercial chest freezer and an upright fridge, so we can accept every chilled and frozen collection offered to us (we estimate an extra 40 kg a week).
- Add a third weekly session on Wednesday evenings for working families who can't come in the day, 50 sessions in the year.
- Run ten free 'cook it for under £1 a portion' sessions, led by a volunteer who is a former school cook, using food from the larder so people learn with what they can actually take home.

- Lend 20 slow cookers on a free long-term loan to members who complete a cooking session.
- Put eight volunteers through Level 2 Food Hygiene training so every session has a trained lead.

Our committee will manage the project. The treasurer will report spending at each monthly meeting and we will keep receipts for every item.

4. What difference will it make, and how will you know? (max 200 words)

We will measure every outcome from our sign-in sheets, session registers and a short member survey at months 6 and 12.

Outcome	Target by month 12	How we'll measure it
More families get fresh and chilled food	240 households (up from 186)	Sign-in sheets
Less good food wasted	No collections refused for lack of cold storage	Collection log
Working families can reach us	Average 12+ households at Wednesday sessions	Session register
People cook more from scratch	70% of cooking-session attendees say they cook a new meal at home at least once a week	Survey at 6 and 12 months
Volunteers gain skills	8 volunteers hold Level 2 Food Hygiene	Certificates

5. Budget

Item	Cost
Commercial chest freezer and upright fridge	£1,100
Hall hire, Wednesday sessions (50 × £30)	£1,500
Cooking session ingredients top-up (10 × £60)	£600
Slow cookers for the loan scheme (20 × £30)	£600
Level 2 Food Hygiene training (8 × £25)	£200
Volunteer travel for collections (mileage at 45p a mile)	£480
Scales, crates, cool boxes and signage	£350
Leaflets and posters for the Wednesday session	£150
Total requested	£4,980

Quotes for the freezer, fridge and slow cookers are attached. Hall hire is confirmed in writing at £30 a session.

6. How will the project continue after the grant ends? (max 150 words)

The freezer, fridge, slow cookers and training all last well beyond the grant year. The Wednesday session will pay for its own hall hire from year two: at our current average of 13

households a session, the £3.50 visit fee covers the £30 hire with a little to spare. The cooking sessions will continue with volunteers we train during the year, and we will apply to local businesses for ingredient sponsorship. We already have a verbal offer from one local shop.

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